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THE WHITE HOUSE

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WASHINGTON

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October 14, 1974

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THE CHAIRMAN

UNDER SECRETARIES COMMITTEE

SUBJECT:

Monitoring Overseas Direct Employment

The President has reviewed your memorandum of July 16, 1974 on the above subject and the comments of Agency heads thereon.

The President has directed that the reporting and controls on overseas employment established in 1970 should be modified and continued indefinitely by the Under Secretaries Committee. The President wishes to maintain the number of United States Government employees abroad at a minimum level consistent with overall US national objectives. He desires that the system of position controls aid the chiefs of diplomatic missions in supervising personnel under their authority.

The Under Secretaries Committee should revise the system to perform the following functions:

- Monitor, adjust and control the U.S. and foreign overseas direct, civilian and military employment of all agencies which are components of U. S. Diplomatic Missions, such as AID units, offices of Agricultural Attaches, Defense Attaches, Legal Attaches, Treasury Attaches, Customs, Drug Enforcement, Agricultural Research Service and USIA units, MAAGs, missions and military groups, trade centers, and all other interdepartmental activities overseas as defined in NSDM No. 3, January 20, 1969.
- Review ongoing programs overseas to identify the need to expand or reprogram existing staffs within existing

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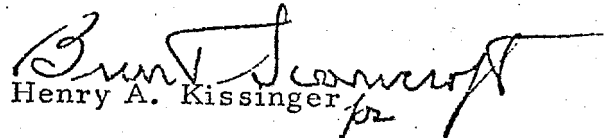
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ceilings, to establish new positions and to eliminate positions engaged in marginally productive and obsolete activities. In this respect, the Committee shall consult as appropriate with those officials and bodies exercising other Presidential coordination responsibilities.

- Develop and maintain an economical and efficient reporting system to ensure that up-to-date information is available to the President, the Executive agencies and the Congress on the overseas employment of U. S. agencies, and to provide such data required by the President or the Congress regarding other elements of U. S. Government presence abroad.

This monitoring and reporting system shall hereafter be designated as the Monitoring of Overseas Direct Employment System (MODE). When questions about staffing levels or functional jurisdiction give rise to disputes either among agencies or between Ambassadors and agencies, the Committee shall assure a prompt and objective adjudication of such disputes.

  
Henry A. Kissinger